

Director of Planning & Code Administration



Job Code: 2590
Grade: 141
Reports to: City Manager
Salary Range: \$92,308 - \$145,903
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs complex professional and difficult administrative work in overseeing and directing the management and operation of activities and programs in the Planning and Code Administration Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification directs activities and programs including planning, zoning, historic preservation, subdivision regulations, building code, zoning ordinance, nuisance abatement, rental housing, permitting and inspections, landlord tenant affairs, animal control and environmental codes enforcement. Work is performed under the administrative direction of the City Manager with considerable latitude for independent judgment and initiative. Work is reviewed for conformance to established policy through conferences, written reports and observation of productivity and effectiveness.

ESSENTIAL FUNCTIONS

Planning, directing, and supervising short and long-range planning activities, services, programs, and staff; coordinating and supervising building codes enforcement, zoning ordinance, and environmental code enforcement and activities; serving as staff support to various boards and commissions; coordinating work with City Manager and department directors; maintaining records and files; preparing reports.

EXAMPLES OF WORK

- Supervises and manages all activities and programs in the Planning and Code Administration Department including planning, zoning, subdivision regulations, building code, zoning ordinance, and environmental codes enforcement.
- Serves as staff liaison with the City Council, Planning Commission, and various related boards and committees.
- Attends all meetings as well as the necessary preparation for the meetings.
- Handles difficult issues regarding public reaction/public relations to such matters as code enforcement, building permit decisions, proposed City improvement projects, proposed private development projects, zoning and land use decisions, etc.
- Day-to-day management activities concerning department functions such as answering questions from the public, employee problems/questions, department purchases, liaison with other department heads, etc.
- Provides guidance/consultation with division heads regarding their responsibilities and problems which arise.
- Provides professional review input to the more complicated or controversial applications which come through the department.
- Consults with the City Manager, other department heads, the City Council, and Planning Commission regarding a variety of problems/projects/unusual situations which arise from time to time.
- Prepares department budget and monitors expenditures.
- Evaluates work performance of employees; counsels employees.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of the advanced principles and practices of urban planning; thorough knowledge of economics, municipal finance, and sociology as they apply to planning; thorough knowledge of current literature and recent developments in the field of planning; general knowledge of the principles and practices of civil engineering as they relate to planning and subdivision design and control; general knowledge of the principles and practices of building codes enforcement; ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports; ability to establish and maintain effective working relationships with associates, public officials, other local, regional, state, and federal agencies, and the general public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Urban Studies, Urban & Regional Planning, Engineering, Architecture, or a related field, with Master's Degree preferred. Eight (8) to ten (10) years of progressively responsible work in planning and code administration functions, the majority of which shall have been acquired in a managerial capacity; or an equivalent combination of education, training, and experience.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires reaching, standing, walking, and fingering.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS

An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.
